



Policies & Procedures

Please note this policy is subject to change at any time

Table of Contents

1. Introduction	4
a. Program Goals.....	4
b. Camp Description.....	4
Summer Day Camp.....	4
c. What to Bring to Camp Each Day	4
2. Job Descriptions, Contact Information, and Facilities	5
a. Camp Counselor	5
b. Camp Director	5
c. Recreation Program Coordinator.....	6
d. Parks and Recreation Director	6
e. Town Facilities.....	6
3. Policies and Procedures	8
a. Age Verification.....	8
b. Air Quality Index.....	8
c. Heat Index.....	9
d. Assisted Medication Policies and Procedures.....	9
e. Babysitting.....	10
f. Camper Dress Code.....	10
g. Electronic Devices	10
h. Field Trips	11
i. First Aid Supplies.....	11
j. Food	11
k. Injury/Illness.....	11
l. Late Pick-Up	12
m. Lost/Stolen Items	12
n. Movies.....	12
o. Money	12
p. Non-Discrimination	12
q. Participant Sign-In and Sign-Out	12
r. Personal Care	13
s. Photography/Video Waiver	13
t. Refunds	13
u. Registration Fees & Deposit.....	13
v. Release and Indemnity Agreement.....	14

w.	Schedule Changes	14
x.	Sunscreen & Insect Repellent	14
y.	Swimming.....	14
z.	Transfers/Withdrawals	15
aa.	Waitlist Notifications.....	15
bb.	911 and Other Emergencies.....	15
4.	Behavior Management	16
5.	If's and What If's	16
a.	Accidents/Injuries	16
b.	Missing and/or Lost Child.....	17
c.	Suspected Child Abuse.....	17
6.	COVID-19.....	18
a.	COVID-19 Policies.....	18
	Watch for symptoms.....	19
b.	Program Policies.....	19
c.	Field Trips	21

1. Introduction

a. Program Goals

- Provide a safe, nurturing, child-friendly environment delivered by well-trained staff
- Be a positive role-model and have a positive impact on participants
- Provide a balance of structured, choice play and recreational programming
- Treat all participants, staff, parents/guardians with respect
- Provide activities that help participants learn new skills/abilities
- Achieve these goals through good communication

b. Camp Description

Summer Day Camp

Our camp is a recreational based camp focusing on active and passive group games, arts and craft activities, enrichment experiences, and/or field trips. Camp registration is weekly.

Rolesville Summer Camp will be offered for participants ages 6 - 11. Summer Camp will run from June 13, 2022 - August 12, 2021, and operate from 7:30 am - 6:00 pm. Structured activities are scheduled from 9:00 am - 4:30 pm and choice play activities will occur from 7:30 am - 9:00 am and 4:30 pm - 6:00 pm. Participants should be prepared to have a great time and make some new friends!

c. What to Bring to Camp Each Day

- Two snacks and lunch - including any utensils that are needed
 - Lunch should be brought in a lunchbox with the camper in the morning upon arrival.
 - Food should not be brought to campers during the day or through a third-party food delivery service (DoorDash, UberEats, GrubHub, etc.)
- Water bottle with name on it
 - We will have water on-site for them to refill
- Sunscreen/insect repellent
- Swim items - swimsuit, sunscreen, towel, change of clothes, etc.
- Extra face coverings
- Downtime items - optional: book, blanket, etc.
- Medical items - medication, inhalers, etc.
 - Make sure to turn in medical forms
- Please label all items with your camper's name

2. Job Descriptions, Contact Information, and Facilities

a. Camp Counselor

A Camp Counselor is responsible for the direct supervision of participants, programming age-appropriate activities, and working with other staff to address the daily needs of a group of participants during the summer season.

Duties and Responsibilities

- Provide a high-quality camp experience in a safe environment by incorporating: arts and crafts, recreational sports/games, field trips, specialty program(s), etc.
- Act as a positive role model at all times, pay close attention to detail, build relationships with participants, set-up and clean-up camp-related activities, adhere to and enforce all Town of Rolesville and Summer Camp policies, and perform other duties as necessary.

b. Camp Director

A Camp Director is responsible for the day-to-day operation of the camp, planning age-appropriate programs, and assisting with staff training. This position works with the Program Coordinator to oversee the performance of the program and supervise any part-time staff working with the program. Camp Directors are expected to act as a positive role model at all times, pay close attention to detail, build relationships with campers, set-up, and clean-up camp-related activities, adhere to and enforce all Town of Rolesville and Summer Camp policies, and perform other duties as necessary.

Duties and Responsibilities

- Supervise camp staff and participants
- Assist with program management
- Supervise large and small groups of children
- Promote communication flow between supervisor, co-workers, parents/guardians, and participants
- Create a positive experience
- Accompany the campers on pre-planned field trips
- Participate in light outdoor field set-up
- Provide friendly customer service and a welcoming environment
- Perform daily camp inspections
- Follow proper discipline procedures as approved by the department
- Administer first aid
- Complete accident reports, as needed
- Complete reports as needed
- Administer approved medications for campers as needed
- Verify employee timecards
- Approve staff break times
- Ensure staff-to-camper ratio is met at all times (1:14)
- Setup and cleanup of activities
- Clean and organize the camp facility

c. Recreation Program Coordinator

The Recreation Program Coordinator is responsible for all aspects of summer camp, hiring/training staff, securing field trips, transportation, and camp specialists. Also plans, coordinates, and oversees all recreational (non-athletic) programming, along with hiring/training those staff as well.

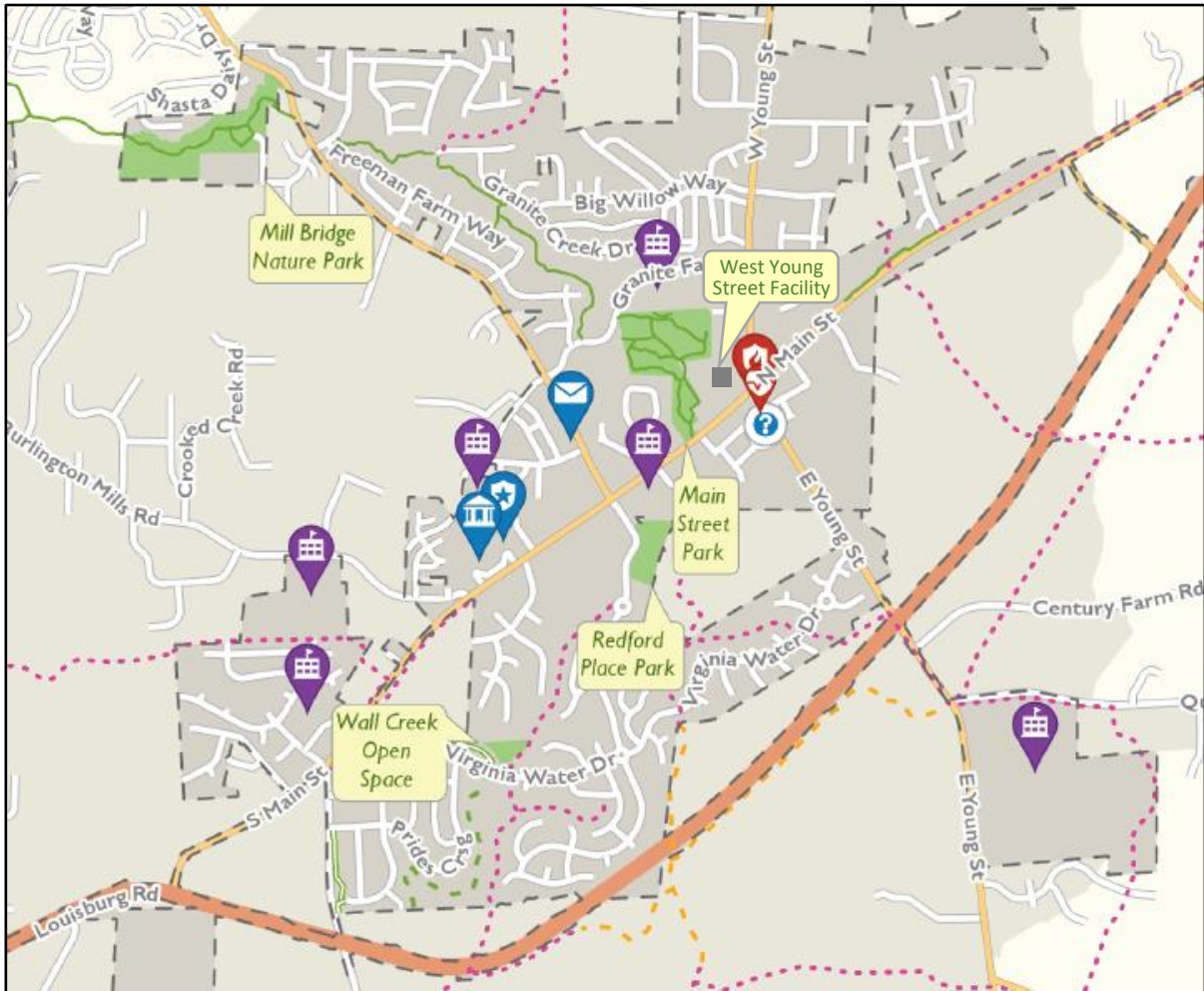
d. Parks and Recreation Director


The Parks and Recreation Director is responsible for the department as a whole, including programming, summer camps, youth, and adult athletic leagues. They create the budget; address facility needs/concerns, help decide which programs to offer, and long-term planning and goals for the department.

e. Town Facilities








These are the main facilities you need to be aware of during camp (not including field trip locations).

- Camp Building
 - 410 Southtown Circle, Rolesville, NC 27571
 - 984-202-3519 (Duty Phone)
- Redford Place Park (Community School Park)
 - 121 Redford Place Drive, Rolesville, NC 27571
- Rolesville Community Center / Parks and Recreation Offices
 - 514 Southtown Circle, Rolesville, NC 27571
 - 919-554-6582
 - Athletics Coordinator Ext. 119
 - Special Events Coordinator Ext. 120
 - Recreation Program Coordinator Ext. 121
 - Parks and Recreation Director Ext. 122
- Rolesville Police Station
 - 204 Southtown Circle, Rolesville, NC 27571
 - 919-556-7226
 - Call 911 in emergencies
- Rolesville Town Hall
 - 502 Southtown Circle, Rolesville, NC 27571
 - 919-556-3506
 - 919-556-6852 (fax)
- Main Street Park
 - Main entrance: 200 South Main Street, Rolesville, NC 27571
 - Back entrance: 500 Scarboro Street, Rolesville, NC 27571



 **Rolesville**
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Points of Interest


-  Rolesville Town Hall
-  Rolesville Police Department
-  US Post Office - Rolesville Branch
-  School
-  Rolesville Rural Fire Department
-  Eastern Wake EMS
-  Rolesville Chamber of Commerce


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Produced by the Parks & Recreation Department
GIS Division, 2020
Data provided in part by Wake County GIS

Greenways

-  Existing Greenway
-  Existing Private Greenway
-  Under Construction
-  Approved Greenway
-  Proposed Greenway

 Parks

 Extra Territorial Jurisdiction (ETJ)

 Rolesville Town Limits

3. Policies and Procedures

a. Age Verification

The Town of Rolesville reserves the right to ask for a legal document verifying the participant's age. If it is not received within two business days, the participant may be dismissed from the camp. No refund will be given.

b. Air Quality Index

The Town of Rolesville Staff uses the U.S. Air Quality Index to determine the amount of time the campers play outside.

Green & Yellow

It's okay to play outside for an hour or more

Orange

Limit outdoor play to 1 hour or less

Red

Limit outdoor play to 30 minutes or less

Purple & Maroon

Keep play indoors.

Find Air Quality Here: <https://xapps.ncdenr.org/aq/ForecastCenterEnvista>

AQI Basics for Ozone and Particle Pollution			
Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

<https://www.airnow.gov/aqi/aqi-basics/>

What is the U.S. Air Quality Index (AQI)?

The U.S. AQI is the United States Environmental Protection Agency's (EPA) index for reporting air quality.

How does the AQI work?

- Think of the AQI as a yardstick that runs from 0 to 500. The higher the AQI value, the greater the level of air pollution, and the greater the health concern. For example, an AQI value of 50 or below represents good air quality, while an AQI value over 300 represents hazardous air quality.
- For each pollutant, an AQI value of 100 generally corresponds to an ambient air concentration that equals the level of the short-term national ambient air quality standard for the protection of public health. AQI values at or below 100 are generally thought of as satisfactory. When AQI values are above 100, air quality is unhealthy: at first for certain sensitive groups of people, then for everyone as AQI values get higher.
- The AQI is divided into six categories. Each category corresponds to a different level of health concern. Each category also has a specific color. The color makes it easy for people to quickly determine whether air quality is reaching unhealthy levels in their communities.

c. Heat Index

Town of Rolesville staff utilizes the NOAA and National Weather Service Heat Index Chart to determine the amount of time it is safe to play outdoors and how often breaks should be taken. Staff does not want to keep campers from having fun outdoors, but want to insure safety of all participants.

d. Assisted Medication Policies and Procedures

Town of Rolesville employees only administers medication to participants if:

1. The Assisted Administration of Medication form is completed and in the possession of Town staff.
2. The medication is in the original container with appropriate medicine contained within, with a visible label including the name of the medication, the date of expiration, clear dosage amount, and directions with the participant's name CLEARLY INDICATED on the bottle/box.

The Parent/Guardian is responsible for the following with ALL medication:

1. Complete and sign the form and return it to the program staff.
2. Provide medication in an original container with a visible label including the **name of the medication**, the **date of expiration**, and **clear dosage amount** and administration directions with the **participant's name CLEARLY INDICATED**.
 - a. Note: Inhalers outside the original package must be accompanied by a copy of the original package label noting the above information.
3. Provide new, labeled containers if/when medication changes are made.
4. Transport medication to the program site and give it directly to program staff.
5. Pick up medication at the end of each week/program from the program staff. Program staff will dispose of medications that are not picked up at the end of 14 business days following the last day of participation in the program.
6. Recreation program employees will dispose of empty containers (unless otherwise instructed).

For prescription medications:

7. The pharmacy label will serve as the physician's authorization for the medication to be administered. Have the pharmacist label two containers: one for home use and one for use in the program, if the participant is to receive medication at both sites.
8. If the medication is an EPI pen or inhaler, it is recommended (not required) that the pharmacist label two containers to keep at the program site. The parent/guardian should check to ensure the medication does not exceed the printed expiration date. Program staff will not accept expired

medication.

For non-prescription medications:

9. The medication must be administered according to the dosage and administration instructions on the original container.
10. **A physician's signature will be required as authorization IF medication is requested to be given in an alternate dosage, etc.
11. Parents/guardians should notify the program staff as soon as possible if there are any changes to instructions for the administration of medication once this form has been submitted. A new form may be required.

e. Babysitting

Babysitting arrangements with current or former Town of Rolesville staff are separate and independent from any Town of Rolesville program. The Town of Rolesville will not be liable or responsible for any claims in regards to babysitting activities. You may babysit on your own time; however, you cannot drop off or pick up campers from camp while also working as a Camp Counselor or Camp Director.

f. Camper Dress Code

Campers will be involved in recreational or athletic activities almost every day. They are encouraged to wear comfortable, cool clothing, and athletic shoes. If inappropriate attire is worn and prohibits the participant from participating in camp activities, the parent/guardian may be asked to bring appropriate clothing or be required to pick up the participant.

Face Coverings are required for all Campers, Staff, Vendors, and anyone who enters the Facility

- "Face Covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears and fits snugly against the side of a person's face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a Face Covering has two (2) or more layers. A Face Covering may be factory-made, sewn by hand, or can be improvised from household items such as scarves, bandanas, t-shirts, sweatshirts, or towels. These Face Coverings are not intended for use by healthcare providers in the care of patients. Based on recommendations from the CDC, face shields do not meet the requirements for Face Coverings.
 - <https://governor.nc.gov/news/executive-orders>
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Unacceptable Attire

Flip-flops/sandals, spaghetti straps, clothing with drug, tobacco, gang, sexual or alcohol references or pictures, excessively tight or loose clothing, Crocs, 2-piece bathing suits.

g. Electronic Devices

No electronic devices are allowed (cellphones, MP3 players, gaming devices, etc.). Staff reserve the right to confiscate such devices from participants and return them to the parent/guardian at the end of the day. The Town of Rolesville is not responsible for lost or stolen electronic devices.

h. Field Trips

The Town of Rolesville will transport participants' off-site in-vehicle contracted by the Town. Due to the size of the Town's vehicle campers will be put into two groups, Group A and Group B. Group A will go on the field trip on Wednesday while Group B will go on the same field trip on Thursday. The group who is not on the field trip will stay at the camp facility and participant in normal camp activities at that.

Staff will not hold the van past the departure time to wait for a participant that is running late. It is the parent/guardian's responsibility to bring the participant to the field trip location or back to the program site if the participant misses the van.

If a participant arrives after the vehicle has left the camp facility, the parent/guardian can do either:

- Take the participant to the field trip location and sign-in the participant with Town staff
- Take the participant to the camp facility and not attend the field trip.
 - Participants cannot switch groups due to arriving after the vehicle has left.

i. First Aid Supplies

Each group should have at minimum one first aid quick pack with them at all times.

j. Food

Any food brought into camp that is to be served to camp participants must be store-bought with labeled ingredient information. Due to allergy concerns, homemade food items will not be accepted. Participants will not be able to warm lunches up at camp. Sometimes lunch will be during a field trip; in this case, participants will be reminded by Town of Rolesville staff to bring their lunch with them.

Campers should bring to Camp each day:

- Two snacks and lunch
 - We suggest an insulated lunch box labeled with the camper's name and phone number
- Any utensils that are needed
- Water bottle with name on it
 - We will have water on-site for them to refill

The camp is a **NUT-FREE ENVIRONMENT**; no one may bring any food containing any peanuts or any type of nut products inside the facility.

k. Injury/Illness

Any participants, staff, and vendors shall remain home from camp if they have had any of the following:

- Fever (100.4 degrees or higher)
- Diarrhea and/or vomiting
- Sore Throat
- Coughing
- New shortness of breath or difficulty breathing
- Chills
- New loss of taste or smell

- Contagious rash or other condition (chickenpox, pink eye, ringworm, lice, etc.)
- Physical injury that permits the participant to safely participate in the camp.

If a participant demonstrates any of the above symptoms at camp and parent/guardian will be notified to pick them up. Staff will separate the participant from the campers until they are picked up to go home.

If the staff demonstrates any above symptoms, they must leave work immediately.

Participants and staff must be fever-free (without medication) for 72 hours have passed since their first symptoms. More policies under the [COVID-19 section](#).

l. Late Pick-Up

If a participant is not picked up by 6:00 pm, the parent/guardian will be charged a late fee. The late fee is \$5 per child for the first ten minutes late, then \$1 per child for every minute afterward. Continual late pick-ups can result in dismissal from camp.

If a parent has not arrived by 6:05 pm and has not contacted a the Town of Rolesville staff. Staff will call the parent/guardian, if not one picks up, they will leave a message. If the staff does not hear back from the parent/guardian by 6:10 pm they will contact the emergency contacts listed on the child paperwork until they reach someone over the phone.

m. Lost/Stolen Items

The Town of Rolesville is not responsible for any personal items lost, stolen, or left at our program.

n. Movies

Structured activities are always emphasized and should be programmed first. Movies are allowed to be primarily shown for downtime, inclement weather, with limited space or staff, or as a reward for good behavior. Movies should not be shown more than 2 times per week. Movies shown will not be rated higher than PG.

o. Money

Campers are not permitted to bring any money to camp. This includes the use of money for field trip, pool, lunch, etc. Staff are not allowed to make purchases on behalf of campers. Staff are also not permitted to hold onto money for campers. The Town of Rolesville is not responsible for any money lost, stolen, or left at our program.

p. Non-Discrimination

The Town of Rolesville Parks & Recreation Department does not discriminate based on race, color, national origin, sex, religion, age, sexual orientation, or disability in employment opportunities or the provision of services, programs, or activities. A participant alleging discrimination based on any of the aforementioned areas may file a complaint with the Director of the Parks & Recreation Department.

q. Participant Sign-In and Sign-Out

Legal guardians and other individuals listed on the participant registration form as an authorized pick-up will be required to show a valid photo ID listing their name and address to verify a person's identity. The

authorized person in our system must match the name on the identification in order for pick-up to occur. The parent/guardian should inform the staff of any changes to the authorized pick-up list in writing as soon as possible. Only parents/guardians whose signature is on the registration form will be authorized to make changes to people listed as authorized pick-up. The parent/guardian should notify the staff if someone not listed on the authorized pick-up list will be picking up the participant and will be required to show a valid picture ID. Participants will not be released without a proper photo ID and/or confirmation of pick-up by the parent/guardian.

- 7:30-9:00 am - Drop Off
- 4:30-6:00 pm - Pick Up
- If possible, the same parent/guardian should drop off and pick up the camper(s) every day.
- Wellness checks (general health questions) will be performed before campers go into the facility.
- Staff will take the camper(s) to wash or sanitize their hands then take them into the building.
- Parents/Guardians must pick up the participant no later than 6:00 pm or a late fee will be charged. Consistent late pick up will result in dismissal from camp.
- Parents/Guardians may call 984-202-3519 if you arrive outside the drop-off/pick-up times.

r. Personal Care

The Town of Rolesville does not provide personal care for participants. The Town of Rolesville staff cannot assist in the toileting of participants or help with dressing. All participants must be fully potty trained and must be able to change their clothing. If a toileting accident occurs, a change of clothes must be brought to the camp within one hour of the incident. If accidents become routine, participants may be dismissed from camp.

s. Photography/Video Waiver

Pictures or video clips may be taken by the Town of Rolesville staff while involved with Town sponsored programs. By enrolling the participant in camp, the Parent/guardian expressly grants the Town of Rolesville permission to use such pictures and video clips for marketing materials, training, and other program activities. Participant names and/or information will not be disclosed when used by the Town of Rolesville staff.

t. Refunds

A refund request form must be completed online 14 days or more before the program start date. Refunds are subject to the following guidelines:

- 100% refund if the department cancels the program
- 100% refund (minus the Payment Plan \$25 Resident or \$45 Non-Residents non-refundable deposit), for requests received in writing 14 days or more before the camp week start date.
- Non-attendance or non-participation does not entitle a patron to a refund.

Refund Request Form <https://www.cognitoforms.com/TownOfRolesville/RefundRequestForm>

u. Registration Fees & Deposit

All participants are required to register through the Town of Rolesville's website.

<https://secure.rec1.com/NC/town-of-rolesville/catalog>

Day Camp

1. Residents
 - a. \$105.00, per week, per child.
2. Non-Residents
 - a. \$125.00, per week, per child.

Payment Plan

A non-refundable deposit will be due (per child, per week) at the time of registration. It will be applied toward your total balance but non-refundable if you withdraw from that week of camp. Full payment is due 2 weeks before the camp start date.

1. Resident Deposit
 - a. \$25.00, per week, per child.
2. Non-Resident Deposit
 - a. \$45.00, per week, per child.

Late Fee

\$10.00 late fee will be added to registrations received 2 weeks or less before the camp start date.

v. Release and Indemnity Agreement

I, the parent/guardian of the above-named participant, do hereby give my permission for his/her participation in the Rolesville Parks and Recreation program. I assume all risks and hazards incurred in the conduct of activities, and transportation to and from activities if any. I further hereby release, absolve, indemnify and hold harmless the Rolesville Parks & Recreation, its employees, staff, and volunteers acting on behalf of the Rolesville Parks & Recreation. In the event of an injury to my child, I agree to allow the persons acting on behalf of the Rolesville Parks & Recreation to seek medical attention in my absence. I further agree to follow all rules and procedures of the program and to follow the reasonable instruction from Rolesville Parks & Recreation staff. I/we certify that we have read and agree to the terms stated above and that the information is correct to the best of my/our knowledge.

w. Schedule Changes

The Town of Rolesville reserves the right to alter schedules, field trip groups, fees, and instructors as necessary. Camps are subject to cancellation if minimum enrollment numbers are not met.

x. Sunscreen & Insect Repellent

Parents/Guardians are encouraged to apply sunscreen and/or insect repellent on participants before arriving at camp. Participants are allowed to bring their own personal sunscreen and/or insect repellent to camp provided that it is labeled with their name and they are able to apply it to themselves. Staff cannot assist with the application. Participants cannot share sunscreen and insect repellent.

y. Swimming

Pool staff will conduct swim tests for all program participants. Non-swimmers or those that do not pass the swim test will wear lifejackets. Staff reserves the right to place a camper in a lifejacket in the interest of safety. Parents/Guardians may request their child wear a lifejacket regardless of the swim test results. The swim test will require a participant to swim the length of the pool without touching the sides or needing assistance. The Town staff will keep record of swim test results.

z. Transfers/Withdrawals

Transfers

If a parent/guardian needs to transfer from a week of camp, it must be sent in writing via e-mail to madison.barry@rolesville.nc.gov.

Withdrawals

If a parent/guardian needs to withdrawal from a week of camp, a refund request form must be filled out online at <https://www.cognitoforms.com/TownOfRolesville/RefundRequestForm>

aa. Waitlist Notifications

If a spot becomes available in camp, parents/guardians will be notified by telephone and/or e-mail by Town of Rolesville staff. Parents/Guardians will have 24 hours to accept the space and make payment. If notification is not received within 24 hours, staff will move on to the next person on the waitlist. All members of the waitlist will be contacted before returning to the top of the list if necessary.

bb. 911 and Other Emergencies

If an emergency arises and the staff needs to call 911, the part-time employee should inform the full-time supervisor of the situation first (unless it involves a life-threatening emergency). If part-time staff are unable to reach full-time staff for authorization, they need to call 911 and then continue trying to contact the full-time employee until they are successful.

If 911 is called, staff members need to address the following simultaneously:

- Contact and notify the participant's parent/guardian.
- Comfort and attend to the injured participant to the best of their ability.
- Gather participant information from the registration form to share with EMS staff.
- Continue to run the program in a calm manner; a staff member may have been pulled out of their usual responsibilities to address the situation. Participants may be separated or removed from camp to better handle the situation.
- Document the incident on the appropriate form(s).

Once EMS has assumed medical care of the participant, staff members are now in an administrative role representing the Department.

- If the parent/guardian is not on-site before or while EMS is there,
 - The parent/guardian may offer information over the phone but they **do not** alter the decision of EMS to transport.
 - An employee must travel with the participant if EMS transports the participant to the hospital.
 - Staff should also make every attempt to keep the parent/guardian informed of any decisions and reassure them that we will continue to monitor and comfort the participant until they arrive (on-site or at the hospital).
- If the parent/guardian arrives on-site before or while EMS is there,
 - The parent/guardian and EMS personnel may decide together the course of action.
 - The participant is then in the care of the parent/guardian and EMS staff.

An accident report should be completed as soon as possible to accurately capture the events surrounding the accident/injury.

4. Behavior Management

We encourage the practice of positive reinforcement for behavior management. For behavior concerns and/or problems, our department practices the following:

1. The participant is given a verbal warning about behavior.
2. If the behavior persists, it will be communicated with the parent/guardian to see what strategies can be developed as a solution.
3. If the behavior continues, an incident report will be written.
 - a. To be filled out by the Camp Director and/or staff that witnessed the behavior.
 - b. Preferable to have the Recreation Program Coordinator's signature on the incident report, but it is not required and is still enforceable without their signature.
4. Additional behavior concerns will result in a second incident report and a 2-day suspension from camp.
5. If the behavior persists, a third incident report will be written and can include participant dismissal from camp.
6. For offenses such as but not limited to fighting, theft, vandalism, bullying, verbal threats, possession of weapons, safety issue, etc., the participant can face immediate suspension or dismissal from camp.

Behavior Management Models

A positive behavior management model may be implemented by the Camp Director to help encourage participants to model good behavior during the program. The Camp Director will work with the Recreation Program Coordinator to decide what, if any, model should be implemented.

- Stop Light Incentive
 - Each participant receives a color (red, yellow, green) depending on their behavior for the day
 - Give weekly prizes for those that meet 80% green for the week (prize box, etc.)
- Ticket Incentive
 - Give participants tickets when you notice them following directions and behaving well
 - Go “shopping” each week from the goodie store with their tickets
 - Participants can spend their tickets each week or bank them from week to week
- Bead Incentive
 - Multiple color beads represent different character traits (honesty, respect, field trip, etc.)
 - Beads awarded before afternoon snack each day
 - Participants that meet predetermined bead criteria (number of beads) get to participate in a special activity on Friday
 - Wii, Movie, Cooking/Food Project, etc.

5. If's and What If's

a. Accidents/Injuries

Incidents will happen and some may result in injuries. Staff will be educated on basic first aid, CPR and bloodborne pathogens. In the event of an incident, make sure to complete an accident report. This is an internal document in case any questions arise. Staff will always inform the parent/guardian about the accident or injury when they come to pick up their camper.

The parent/guardian can request a copy of the report by emailing the Program Coordinator at madison.barry@rolesville.nc.gov.

b. Missing and/or Lost Child

Preventative Measures - Conduct headcounts, know your participants, do not allow a participant to leave the group unattended, ensure staff has appropriate identification.

The following steps should be followed if a participant is discovered to be missing

1. Keep campers assembled, orderly, and assure proper supervision of participant groups.
2. Designate a staff person to search for the missing participant.

Conduct a Search

1. Check the Sign In/Out sheet to see if the participant has already left for the day.
2. Check the daily attendance record.
3. Check with other staff members.
4. Ask members of the missing participant's group and his/her close friends if they know where the participant could be.
5. Check the participant's last known location.
6. Check all areas of the camp and the camp's perimeter.
7. Notify the Camp Director and/or Recreation Program Coordinator.

Notification Procedures

1. As soon as it is determined that the participant is missing, counselors should notify the Camp Director who will notify the Recreation Program Coordinator.
2. The Recreation Program Coordinator will notify the Recreation Director and parents/guardians.
3. The Recreation Program Coordinator will notify the authorities.

Arrival of Authorities

1. Provide whatever assistance necessary.
2. Have information ready:
 - Participant's Full Name
 - Participant's Address
 - Participant's Age
 - Description of what the child was last seen wearing
 - Parent/Guardian Information
 - Medical Concerns
 - Information/circumstances leading up to the disappearance
 - Secure a picture of the child, if possible

Documentation

1. Complete a report of all the facts as they occurred as soon as possible after the incident. The report should be given to the Recreation Program Coordinator.

c. Suspected Child Abuse

We are bound by law to report any reasonable suspicion that we may have concerning incidents of abuse or neglect. If you have reason to believe that abuse or neglect may be taking place, please inform the Recreation

Program Coordinator and/or Recreation Director. This is very serious and must be handled immediately; waiting will only be harmful to the child.

Any person or institution who has cause to suspect that any juvenile is abused or neglected shall report the case of that juvenile to the Director of the Department of Social Services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information, as is known to the person making it, including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse or neglect and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give his/her name, address, and telephone number. Refusal of the person making the report to give his name shall not preclude the Department's investigation of the alleged abuse or neglect.

6. COVID-19

a. COVID-19 Policies

COVID-19 Exposure and Close Contact Policy (Cultural Programs)

**Any direction not covered hereinafter please refer to guidelines established by the CDC.*

1. Should a staff member, vendor or participant be **diagnosed** with COVID-19, it is expected that it will be reported to the Town of Rolesville (TOR) Parks and Recreation department **immediately** in order to take proper measures:
 - a. Everyone in the class/session will be contacted via email and encouraged to be tested;
 - b. The whole class/session will not be permitted to participate in Town of Rolesville programming (cultural or athletics) for 10 days.
 - c. Those that have been **diagnosed** with COVID-19 and meet the following criteria may return to programming.
 - i. Received a **negative test taken at least 5 days after initially testing positive for COVID-19**. All negative test results must be presented to and approved by the Program Coordinator by 3pm the day of a class for eligibility to participate the same day. If a program is on a Saturday, the negative test result must be submitted to the Program Coordinator by 3:00 PM on Friday.

OR

- ii. Wait 10 days after being diagnosed with COVID-19.
2. Should a staff member, vendor or participant be **exposed** to, or have **close contact** with COVID-19, it is expected that it will be reported to the Town of Rolesville (TOR) Parks and Recreation department **immediately** in order to take proper measures:
 - a. Those that have been exposed COVID-19 and meet the following criteria may return to programming.
 - iii. Received a **negative test taken at least 5 days after initially being exposed to COVID-19 or having close contact with COVID-19**. All negative test results must be presented to and approved by the Program Coordinator by 3pm the day of the class for eligibility to participate the same day. If a program is on a Saturday, the negative test result must be submitted to the Program Coordinator by 3:00 PM on Friday.

OR

iv. Wait 10 days after being exposed to COVID-19.

3. Should a staff member, vendor or participant **display symptoms** of COVID-19, do not attend or return to programming. It is expected that it will be reported to the Town of Rolesville (TOR) Parks and Recreation department **immediately** in order to take proper measures:

a. Those that displayed symptoms of COVID-19 and meet the following criteria may return to programming.

v. Received a **negative test taken at least 5 days after initially showing symptoms**. All negative test results must be presented to and approved by the Program Coordinator by 3pm the day of the class for eligibility to participate the same day. If a program is on a Saturday, the negative test result must be submitted to the Program Coordinator by 3:00 PM on Friday.

OR

vi. Wait 10 days after showing symptoms to COVID-19 **AND** it has been 24 hours since the participant has had a fever (without fever-reducing medicine) **AND** all symptoms of COVID-19 are improving.

Indoor Mask Policy (Cultural Programs)

**Any direction not covered herein after please refer to the current Executive Order.*

All participants, parent/guardians, staff and vendors are required to wear face coverings at all times will indoors unless they meet an exemption recognized by the Wake County Mask Mandate.

- Mask Mandate - <https://s3.us-west-2.amazonaws.com/wakegov.com.if-us-west-2/prod/documents/2021-08/DECLARATION-2021.pdf>

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills (100.4 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For more information:

<https://www.cdc.gov/coronavirus/2019-ncov/>

<https://covid19.ncdhhs.gov/>

b. Program Policies

1. Town of Rolesville Staff will ask participants and vendors health screening questions when they arrive at the facility.

- a. If a participant has a fever or does not pass the health screening questions, that participant cannot participate in the program. The participant can return and participate in the program when COVID-19 Policies have been met.
 - b. If a sibling has a fever or does not pass the health screening questions, all children in that family may not enter the facility. The participants can return and participate in the program when COVID-19 Policies have been met.
 - c. Town of Rolesville will not grant refunds to participants who do not pass the health screening.
2. Town of Rolesville Staff will answer wellness health questions before and after each shift.
3. All participants, vendors, and staff will be asked to use hand sanitizer when they enter and exit the building.
 - a. Hand sanitizer will be located inside at each entrance of the facility.
4. Participants, staff, and vendors will wash or sanitize their hands after every activity.
5. Patrons must wait outside the facility until it is their time for class, or invited in by Town of Rolesville staff.
6. There will be 30 minutes between Summer Camp and other programs to give the Town of Rolesville's staff time to clean.
7. All patrons, five (5) years and older, are **required to wear a face covering at all times while inside the facility.**
 - a. CDC recommends all people 2 years of age and older wear a cloth face-covering in public settings and when around others who don't live in their household.
 - b. Definitions: "Face Covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears and fits snugly against the side of a person's face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a Face Covering has two (2) or more layers. A Face Covering may be factory-made, sewn by hand, or can be improvised from household items such as scarves, bandanas, t-shirts, sweatshirts, or towels. These Face Coverings are not intended for use by healthcare providers in the care of patients. Based on recommendations from the CDC, face shields do not meet the requirements for Face Coverings.
 - i. <https://governor.nc.gov/news/executive-orders>
 - ii. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
 - c. Exemptions can be found: <https://governor.nc.gov/news/executive-orders>
8. Participants and staff may remove face coverings when outside and at least six feet from each other.
 - a. Staff will give participants the option to go outside every hour for a face-covering break.
9. The Town of Rolesville will provide face covering for staff and vendors.
 - a. Staff and vendors are welcome to wear their own face coverings as long as they are appropriate and follow the CDC's Guidelines.
10. All activities for both indoors and outdoors will follow NC phasing recommendations.
11. All tables, chairs, door handles, bathrooms, and commonly touched areas will be wiped down and sanitized at the end of the day.
12. **Please bring bottled water labeled with your name.**
 - a. No spray bottles, water must transfer directly from bottle to mouth
13. Personal items are allowed.
 - a. Participants (including siblings) **CANNOT** share these personal items.

14. All participants, staff, and vendors are expected to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues must be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - a. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
15. Town of Rolesville will not grant refunds to participants who do not pass the health screening or those who are required to miss programs due to COVID-19. All refunds are subject to the policies found on the Town of Rolesville website.
 - a. Refund Request Policy - <https://www.rolesvillenc.gov/parks-recreation/forms>

c. Field Trips

1. All patrons are **required to wear a face covering at ALL TIMES during field trips.**
 - a. If a field trip is outdoors, participants must wear their face covering until Town of Rolesville staff permits it is safe to remove.
 - b. Staff will give participants opportunities during the field trip to have a break from wearing a face covering. These breaks will be outside and including social distancing and hand sanitizer.
 - c. CDC recommends all people 2 years of age and older wear a cloth face-covering in public settings and when around others who don't live in their household.
 - d. Definitions: "Face Covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears and fits snugly against the side of a person's face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a Face Covering has two (2) or more layers. A Face Covering may be factory-made, sewn by hand, or can be improvised from household items such as scarves, bandanas, t-shirts, sweatshirts, or towels. These Face Coverings are not intended for use by healthcare providers in the care of patients. Based on recommendations from the CDC, face shields do not meet the requirements for Face Coverings.
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 - e. Exemptions can be found: <https://governor.nc.gov/news/executive-orders>
2. The 15 Passenger Van will be sanitized weekly.
 - a. Face covering must be worn while in the van.
 - b. When possible the windows will be open in the van during use.
3. Participants and staff will wash or sanitize their hands before and after every different activity.
4. Parents/Guardians are required to sign a waiver allowing their child to attend field trips
 - a. If a parent/guardian does not want their child attending field trips, the cost of camp does not change.
5. At least two Town of Rolesville Staff will attend the field trips.
6. Campers are not allowed to bring money on field trips to purchase snacks, meals, merchandise or other items while on field trips.

Questions that are not covered in this manual, please talk to the Recreation Program Coordinator.

We are all looking forward to a successful and fun Summer Camp for EVERYONE!

